



Informational

Bulletin

Brian Hamer, Director

Changes to Form ST-556 Filing Process

To all retailers filing Form ST-556 and tax professionals

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

Beginning October 1, 2013, the three-part, pin-fed ST-556 paper forms will no longer be available. If you have not yet made the transition to electronic filing, we strongly encourage you to take this opportunity to do so. For any transactions that you cannot file electronically, a new, single-page form will be available in very limited quantities.

For information or forms

Visit our website at:
tax.illinois.gov

Call us at:
**1 800 732-8866 or
217 782-3336**

Call our TDD
(telecommunications device
for the deaf) at:
1 800 544-5304

What are my electronic filing options?

There are currently several options for electronic filing.

MyTax Illinois – a free, online account management system available at tax.illinois.gov. One username and password will allow you to file returns, make payments, and manage your ST-556 account. In addition, the same username and password also will allow access for all other sales tax, withholding income tax, business income tax, and excise tax accounts you have registered with the Department.

CVR and DealerTrack – third-party service providers approved by the Secretary of State (SOS). These service providers allow vehicle dealers, remitters, financial institutions and currency exchanges to process necessary sales documents, including IDOR's Form ST-556. If you already use one of these options to file your SOS-required documentation electronically, filing your Form ST-556 through one of these systems is just an additional step in your current process. There is a fee associated with these services. More information about CVR and DealerTrack is available at the Secretary of State website at: http://www.cyberdriveillinois.com/departments/vehicles/title_and_registration/eregtitle.html.

Note: Form ST-556-WS is available in the Forms section of our website. This worksheet is designed for use in preparing for your electronic filing session and to obtain a customer signature for your records.

What changes can I expect for this new form?

Although the Department is changing the type of paper and the number of pages in the form, no additional changes are being made. Filing deadlines, required information, line numbers, and line spacing/formatting will remain the same.

What preparation will I need prior to using the new, one-page form?

The new, one-page form no longer requires the special pin-fed printer used for the three-part form. Instead, you can use a standard printer. In addition, any copies of **completed** transactions needed for your customer and dealership records must be made at your facility. The blank form is a one-time use only, due to the unique transaction number on each form.

Note: You may not photocopy a blank form to use for multiple customer transactions. Doing so may slow the processing of the return or result in the assessment of penalties and interest.

Can I use my remaining inventory of three-part forms?

Yes. Because there are no line changes to the new forms, old forms can be processed simultaneously with the new version. But after October 1, 2013, the three-part form no longer will be available.

How will I get the new paper form?

We encourage you to file electronically. A worksheet, ST-556-WS, is available in the Forms section of the IDOR website, if you need it, to assist you in preparing for your electronic session. If you must continue to use paper, very limited quantities can be ordered through the existing process for obtaining paper forms. However, the Department is developing an online forms ordering process. More information will be available soon at **tax.illinois.gov**.